

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-914A

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Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **Co. Executive/Co. Admin.**

Item No.	Description	Retention
	<p>Revision to original schedule. Summary of changes attached.</p> <p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.</p>	

Schedule Approved by Department, Agency, or Division Representative

Date 10/22/01

Signature *Phyllis L. Pritchett*

Typed Name Phyllis L. Pritchett

Title Records Management Officer

Schedule Authorized by State Archivist

Date FEB 13 2002

Signature *Edward C. Pappas*

Signature *Edward C. Pappas*

A summary of changes to Records Retention and Disposal Schedule Number C-914 are as follows:

1. Page 1, Item No. 1. C. Howard County Government - added the word "committees" to the second line after the word organizations. Deleted "etc." from the last line and added after the word flag, "cable 15, County Events and all public information correspondence.
2. Page 1, Item No. 1. D. County Administrator - Removed "union/employee representation" from description (moved to pg. 6 Item 5., G., Union Files).
3. Page 2, Item No. 1. a. - Changed a. to E. County Administrator Working Files. Change the word "that" in the second line to "which."
4. Page 2, Item No. 1. , - Changed 1. to F.
5. Page 2, Item No. 1. , E. - County Executive. Changed E. to G. Added after the word legislation in the second line, "committees, newsletters."
6. Page 2, Item No. 1., Files on Board and Commissions. Added the letter H. before heading, Files on Boards and Commissions. Changed Board to Boards in heading.
7. Page 2, Item No. 1., Executive Orders (Originals). Added the letter I. before heading.
8. Page 3, Item No. 1., Annual Reports. Added the letter J. before heading.
9. Page 3, Item No. 1., Personnel. Added the letter K. before heading.
10. Page 3, Item No. 1., a. Changed a. to letter L. Added a heading entitled "Employees".
11. Page 3, Item No. 1. Added a new category as follows:  
M.. Official Leave - Files containing the original copies of official leave requests. Retention: Retain paper for 1 year, then retain permanently on CD-ROM.
12. Page 4, Item No. 1. F. a.- Changed b. to N. Deleted "official leave Requests" from description because leave requests have a separate section. Changed Retention period from 2 years to 3 years.
13. Page 4, Item No. 1. c. - Changed c. to O.

14. Page 4, Item No. 1. d. - Changed d. to P. Added heading, "Appeals". Changed Retention period to, Retain paper for 5 years., then retain permanently on CD-ROM. Forward copy to MSA.
15. Page 4, Item No. 2. - Added letter A. and heading "Contracts/Agreements" Changed the "&" sign to a "/" (hyphen) on the first line of the description Between the words contracts/agreements.
16. Page 4, Item No. 2 - Added letter B. and heading "Insurance" and deleted first sentence in the description.
17. Page 4, Item No. 3., Environmental Conservation & Land Use - Added letter A. and heading "Governments".
18. Page 6, Item No. 5., G. Union Files - After the word contracts in the second line added, "arbitrations, union/employee representation and court cases and". Changed the Retention period to: Retain paper for 4 years, then retain permanently on CD-ROM, destroy paper.
19. Page 6, Item 5. - Added letter I. before heading, Authorized Signatures.
20. Page 7, Item 6., A. Howard County Legislation - Changed retention period to read: Retain paper 3 years, then ONLY retain back-up information relating to the legislation (i.e., testimony and any background material not part of actual legislation) permanently on CD-ROM, destroy paper. Copy to MSA.
21. Page 7, Item 6., C. - Changed heading from Corrections, Department to Department of Corrections.
22. Page 8, Item 7. A., Animal Control - Changed retention period to read: Retain paper 2 years, then destroy.
23. Page 8, Item 7., B., Communications - Under the description, added to the fourth line after the word "county.", "including cellular phones." Changed retention period to read: Retain paper 2 years, then see page 1, retention steps 2 through 4.
24. Page 8. Item 7., C., County Facilities/Property - Revised description. Third line, after the word "facilities." added "i.e., land, sites, buildings, schools (Bd. of Education), libraries, etc.  
  
Changed retention period to read: Retain paper 2 years, then see page 1., retention steps 2 through 4.

25. Page 8, Item 7. - Changed letter before heading (Highway Maintenance) from E. to D.
26. Page 8., Item 7. - Changed letter before heading ( Housing & Urban Development) from F. to E.
27. Page 9., Item 7., - Changed letter before heading (Industrial Development) from G. to F. Added “, and Economic Development to the second line after the word “tourism”.
28. Page 9., Item 7., - Changed letter before heading (Planning & Zoning) from H. to G.
29. Page 9., Item 7., - Deleted “1.” and replaced with the letter H. before heading, Regional Planning Council.
30. Page 9., Item 7., - Deleted “2.” and replaced with the letter I. before heading, Zoning Bouard.
31. Page 9., Item 7., - Changed letter before heading (Public Works, Dept. of.) from I. to J.
32. Page 9., Item 7., - Changed letter before heading (Recreation & Parks) from J. to K.
33. Page 9., Item 7., - Added letter L. before heading (Recreation & Parks Board.
34. Page 9., Item 7., - Changed letter before heading (Space Needs) from K. to M.
35. Page 10., Item 7., - Changed letter before heading (Transportation) from L. to N.
36. Page 10., Item 7., - Changed letter before heading (Utilities) from M to P.
37. Page 10, Item 7., - Added letter O., heading, Inspections, Licenses & Permits and description as follows: These files contain correspondence, reports, studies and material related to DILP. Retention period: Retain paper 3 years, then destroy.

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Agency: **HOWARD COUNTY GOVERNMENT**

Division/Unit: **County Executive/Co. Admin.**

Item No.	Description	Retention
1	<p><u>ADMINISTRATION</u></p> <p>A. <u>Federal Government</u> - These file contain general correspondence &amp; information from the Federal departments, associations &amp; government; housekeeping records; special reports, documents &amp; statistical data. These folders are used by the executive &amp; administrative departments.</p> <p>B. <u>Maryland Government</u> - These files contain general correspondence from Maryland departments &amp; associations such as the Comptroller of MD Treasury, Chamber of Commerce, etc.; special reports &amp; statistical information as it pertains to the county governments.</p> <p>C. <u>Howard County Government</u> - These files contain correspondence from county departments, groups, organizations, committees &amp; associations. There are also files that pertain to the functions, events, &amp; organization of the county government such as organization charts anc county advertising. There are also files which contain county material of the general nature such as county flower, seal &amp; flag, cable 15, County events &amp; all public information correspondence.</p> <p>D. <u>County Administrator</u> - These files are used by the County Administrator's office &amp; contain general correspondence from county citizens &amp; employees, boards &amp; commissions and offices under County Administration. There are also files that contain information material pertaining to county employees such as policies &amp; procedures.</p>	<p>Items 1. A. through D. TAKE ACTION AS FOLLOWS:</p> <ol style="list-style-type: none"> <li>1. Screen Annually.</li> <li>2. Destroy if, there is no further administrative, fiscal, legal or operational value.</li> <li>3. Retain permanently on CD-ROM in Co. Admin. <u>if</u>, mandated by statute <u>or</u> has historical value which documents the origin, development, functions or accomplishments of an agency.</li> <li>4. Forward CD's to MSA periodically.</li> </ol>

Schedule Approved by Department, Agency, or Division Representative.

Date 10/17/01

Signature *Raquel Sanudo*

Typed Name Raquel Sanudo

Title Chief Administrative Officer

Schedule Authorized by State Archivist

Date FEB 13 2002

Signature *Edward C. Papenfuss*

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Item No.

Description

Retention

E. County Administrator Working Files - Working files are located in the County Administrator's area which are maintained daily by the Administrative Aide.

Retain 1 year or until no longer needed and then destroy. If still needed, follow retention rule for item 1., A., - D. (see pg. 1).

F. Memberships & Subscriptions - These files contain general correspondence pertaining to members & subscriptions of the County Administrator's office.

Retain 2 years in Co. Admin., they destroy

G. County Executive - Files contain information on complaints, general correspondence, county and state legislation, committees, newsletters and annual reports. Working files are located in the Co. Executive's area and are maintained daily by the support staff. These files are then filed in the Central Files after they are screened.

Retain 3 years or until no longer administratively valuable. If still needed, follow retention rules for Item 1., A. - D. (page 1).

H. Files on Boards and Commissions - Working files are located in the Co. Executive's area and the Legislative Coordinator's office and are maintained daily by the Administrative Aide. Files contain general information on appointments to boards.

Retain 1 year after the end of the County Executive's term. If still needed, follow retention rule for Item 1., A., - D. (page 1).

I. Executive Orders (Originals) - This file is located in the Co. Executive's area and is maintained daily by support staff.

Retain 5 years or as long as administratively valuable, then retain permanently on CD-ROM due to historical value. Forward copy to MSA.

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	<p>J. <u>Annual Reports</u> -This report is printed yearly showing the progress &amp; future plans of the county govt. &amp; county departments. The file is in two parts as follows.</p> <p>Part 1. General correspondence concerning the annual report &amp; preparations needed to finalize the report.</p> <p>Part 2. The printed Annual Part. The report is kept in the library of the Howard Co. Public Information Office as a permanent record.</p> <p>K. <u>PERSONNEL</u> - These files contain information on the benefits of the county employees such as retirement plans, long-term disability program, fringe benefits, employee leave, deferred compensations, collective bargaining, employee coalition and desk audits. There are also files that contain correspondence on classification &amp; pay plan &amp; associations that deal with personnel matters. There are also studies, reports and personnel procedures. The Personnel Board file contains minutes, correspondence &amp; decisions that are made by this board. The Chief Administrative Officer is Executive Secretary of the Personnel Board.</p> <p>L. <u>EMPLOYEES</u> - Files containing information on executive exempt employees and departmental employees.</p> <p>M. <u>OFFICIAL LEAVE</u> - Files containing the original copies of official leave requests.</p>	<p>Retain 1 year in County Admin. then retain permanently on CD-ROM due to historical value. Copy to be sent to MSA.</p> <p>See page 1, retention rule for item 1., A. - D.</p> <p>Retain paper for 4 yrs. after employee termination, then retain permanently on CD-ROM. Forward copy to MSA.</p> <p>Retain paper for 1 year, then retain permanently on CD-ROM due to Ho. Co. policy and historical value, destroy paper. Transfer to MSA.</p>

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	N. <u>General</u> - Files containing general information such as requisitions, 305 requests, eligibility lists and general information on departments, etc.	Retain 3 years, then destroy paper.
	O. <u>Sound Recordings</u> - Cassette tapes of personnel appeal hearings Before the Personnel Officer.	Screen annually. Retain 3 years or as long as administratively valuable.
	P. <u>Appeals</u> - Files that contain information on appeals heard before the Personnel Officer.	Retain paper for 5 years, then retain permanently on CD-ROM due to historical value, destroy paper.
2	<b><u>CONTRACTS &amp; AGREEMENTS</u></b>	Forward to MSA.
	A. <u>Original Contracts/Agreements</u> - These files contain signed copies & original contracts/agreements between the county & companies, agencies & individuals such as consultants, etc.	Retain paper for 1 year after termination of contract or agreement, then destroy.
	B. <u>Insurance</u> - These files contain correspondence & statistical information on insurance that the county government use such as Blue Cross/Blue Shield, group life, workmen's compensation and Insurance on county property, etc.	Retain paper for 4 yrs., or until no longer needed, then destroy.
3.	<b><u>ENVIRONMENTAL CONVERSATION &amp; LAND USE</u></b>	
	A. <u>Governments</u> - These files contain correspondence, procedure, Regulations & special reports from branches of the state, federal & local governments that deal with concerns of environmental controls, use of land & water, energy conservation & solid waste.	Retain paper for 4 yrs., or until no longer needed, then destroy.

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4	<p><b><u>FINANCE</u></b></p> <p>A. <u>Accounting &amp; Audit</u> - These files contain correspondence &amp; special reports such as the Management Letter &amp; Report. This report is prepared by accountants stating their opinions on the county system of internal accounting to be used by management.</p> <p>B. <u>OFFICE OF FINANCE</u> - These files pertain to the county Finance Dept. including programs, correspondence used by Finance, policies &amp; procedures, correspondence from associations related to the subject of Finance and special reports</p> <p>C. <u>PAYROLL</u> - These files contain correspondence, procedures &amp; special reports concerning the payroll division.</p>	<p>Items 4., A. - C.</p> <p>1. Screen Annually</p> <p>2. Destroy if, the correspondence has no further administrative, fiscal, legal or operational value.</p> <p>3. Retain permanently on CD-ROM if, mandated by statute <u>and</u> not being retained by Finance or Audit.</p> <p>4. Forward copy to MSA.</p>

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5	<p><u>MANAGEMENT</u></p> <p>A. <u>BIDS</u> - These files contain complaints &amp; correspondence on companies that submit bids to the county.</p> <p>B. <u>CENTRAL SERVICES &amp; DATA PROCESSING</u> - These files contain correspondence, reports &amp; complaints that deal with the central services &amp; information systems departments.</p> <p>C. <u>EQUIPMENT</u> - These files contain correspondence &amp; reports on the equipment used by the county such as microfilm machine, typewriters, etc.</p> <p>D. <u>FAICS-Inventory Control System</u> - This files contains correspondence &amp; data on the furniture &amp; equipment in the County Executive &amp; County Administrator offices.</p> <p>E. <u>MANAGEMENT SERVICES</u> - These files contain correspondence &amp; reports used by the Management Services division. There is also a file which contains material on the central filing system.</p> <p>F. <u>PURCHASING</u> - These files contain correspondence, reports &amp; procedures which refer to the Purchasing Division.</p> <p>G. <u>UNION FILES</u> - These files contain information on negotiations, contracts, arbitrations, union /employee representation and court cases for Unions.</p> <p>H. <u>MBE-EBO</u> - These files contain correspondence, reports, procedures and historical information pertaining to Minority Business Enterprise and Equal Business.</p> <p>I. <u>AUTHORIZED SIGNATURES</u> - This file contains a department list of authorized signatures who are allowed to sign for ordering and receiving material &amp; supplies. Original is sent to Purchasing Division.</p>	<p>The following retention applies to all items <b>A. thru F. on this page:</b> Retain paper for 3 years. Convert to CD-ROM, destroy paper. Retain on CD-ROM for 3 years. Before disposal, appraise for continuing administrative usefulness and historical value.</p> <p>Retain paper for 4 years, then retain permanently on CD-ROM due to historical value, destroy paper. Transfer to MSA</p> <p>Retain paper for 3 years, or until no longer needed, then destroy.</p> <p>Retain 1 year then destroy paper.</p>

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6	<p><b><u>LAW &amp; LEGISLATION</u></b></p> <p>A. <b><u>HOWARD COUNTY LEGISLATION</u></b> - These files contain signed copies of bills, resolutions, Supplemental Budget &amp; Appropriation Ordinances (SAO's) which are supplemental budget appropriation transfers for a department or project in need of funds; Interproject Transfer of Appropriation Ordinances (TAO's) which are appropriations from one project to another; &amp; Interdepartmental Transfer of Appropriations (ITA's) which are transfers of an appropriation between departments. These files also include all back-up information relating to the legislation. These file are kept in the Legislative Coordinator's office until passage of the legislation. They are then filed in the Central File area.</p> <p>B. <b><u>MARYLAND LEGISLATION</u></b> - These files contain correspondence pertaining to the Maryland State Legislation (General Assembly) including the support or opposition of State Bills &amp; resolutions that effect the State or county. There are also correspondence from State agencies &amp; departments including the Governor's office &amp; Mayor's office. The Attorney General file contains correspondence as well as legal opinions.</p> <p>C. <b><u>DEPARTMENT OF CORRECTIONS</u></b> - Files contain correspondence, reports, programs &amp; agreements.</p> <p>D. <b><u>COURTS AND COUNTY SHERIFF DEPARTMENT</u></b> - Files contain correspondence, procedures, reports &amp; decisions.</p> <p>E. <b><u>OFFICE OF LAW</u></b> - Files contain reports, correspondence &amp; legal opinions.</p>	<p>Retain paper 3 years, then <b><u>ONLY</u></b> retain back-up information relating to the legislation (i.e., testimony and any background material not part of actual legislation) permanently on CD-ROM, destroy paper. Copy to MSA.</p> <p>Retain legal opinions for 4 years, then retain permanently on CD-ROM. Copy to MSA. Retain other papers for 4 years or until no longer needed, then destroy.</p> <p>See page 1., retention rule for item 1., A. - D.</p> <p>See page 1., retention rule for item a., A. - D.</p> <p>Retain legal opinions for 3 yrs., then retain permanently on CD-ROM. Copy to MSA. Retain other papers for 4 years or until no longer needed, then destroy.</p>

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7.	<p><b>F. <u>LAW SUITS</u></b> - This file contains correspondence informing the county executive of law suits against the county. Records of this correspondence are kept in the Office of Law files.</p> <p><b><u>PUBLIC FACILITIES</u></b></p> <p><b>A. <u>ANIMAL CONTROL</u></b> - These files contain general correspondence &amp; complaints dealing with the Animal Control Division in the county.</p> <p><b>B. <u>COMMUNICATIONS</u></b> - These files pertain to the subject of communications in the county. The files contain general correspondence, statistical data, reports &amp; complaints on the telephone system in the county, including cellular phones. There are also files that deal with the county cable company including general correspondence, minutes from the Cable Advisory Board, reports, complaints, service calls &amp; general information pertain to the cable company &amp; system.</p> <p><b>C. <u>COUNTY FACILITIES/PROPERTY</u></b> - These files contain general correspondence, contracts, complaints &amp; reports concerning county owned property &amp; facilities i.e., land, sites, buildings, schools (Board of Education), libraries etc.</p> <p><b>D. <u>HIGHWAY MAINTENANCE</u></b> - These files pertain to the Highway Division of Howard County &amp; county roads. They contain general correspondence, complaints &amp; reports.</p> <p><b>E. <u>HOUSING &amp; URBAN DEVELOPMENT</u></b> - These files pertain to the housing in the county including complaints, correspondence, reports, procedures &amp; plans for Housing developments in the county &amp; material of the general nature that deal with the subject of housing.</p>	<p>Retain 1 year then destroy paper.</p> <p>Keep paper 2 years, then destroy.</p> <p>Keep paper for 2 years, then follow retention rules on Page 1, steps 2 through 4.</p> <p>Same as above.</p> <p>See page 1, retention rule for item 1., A. - D.</p> <p>See above.</p>

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	<p>F. <u>INDUSTRIAL DEVELOPMENT</u> - These files contain general correspondence &amp; special reports concerning business tourism and Economic Development in the county.</p> <p>G. <u>PLANNING &amp; ZONING</u> - These files pertain to subjects that deal with the Office of Planning &amp; Zoning. The files include correspondence, surveys, statistical data, general zoning plans, regulations &amp; procedures, violations/complaints &amp; requests involving planning &amp; zoning.</p> <p>H. <u>REGIONAL PLANNING COUNCIL</u> - This is an organization that deals with planning &amp; zoning. The folders contain general correspondence, decisions &amp; recommendations &amp; reports from the council. The county executive is a member of the council.</p> <p>I. <u>ZONING BOARDS</u> - This file contains correspondence, agenda &amp; minutes from the Board of Appeals, Planning Board &amp; Zoning Board. The original information is kept by the individual board.</p> <p>J. <u>PUBLIC WORKS, DEPT. OF</u> - These files pertain to the subjects that deal with the Department of Public Works &amp; their bureaus. the files include correspondence, complaints, regulations, agreements, statistical data, manuals &amp; reports.</p> <p>K. <u>RECREATION &amp; PARKS</u> - These files contain general correspondence, reports &amp; studies &amp; material that relate to the Recreation &amp; Parks Dept.</p> <p>L. <u>RECREATION &amp; PARKS BOARD</u> - This file contains agenda &amp; minutes from the Recreation &amp; Parks Board meetings. This information is kept by the Recreation &amp; Parks Board.</p> <p>M. <u>SPACE NEEDS</u> - These files contain reports, correspondence, surveys &amp; statistical data that pertain to space needs of the county departments.</p>	<p>For all items on this page, see page 1., retention rule for item 1., A. - D.</p>

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8	<p>N. <u>TRANSPORTATION</u> - These files deal with roads &amp; general transportation in the county. They include correspondence on subjects such as ridesharing &amp; car pooling, traffic safety &amp; signalization, county &amp; state roads, bus &amp; taxi service, county vehicles, Mass Transit Admin., MD. Dept. of Transportation &amp; other subjects related to transportation. There are also files which contain complaints, reports, surveys &amp; studies on transportation.</p>	<p>For all items on this page, see page 1., retention rule for item a., A. - D.</p>
	<p>O. <u>INSPECTIONS, LICENSES &amp; PERMITS</u> - These files contain correspondence, reports, studies &amp; material related to DILP.</p>	<p>Retain paper 3 years, then destroy.</p>
	<p>P. <u>UTILITIES</u> - These files pertain to the utilities used by the county. They include correspondence, reports, complaints &amp; statistical data.</p>	<p>Retain paper 3 years, then destroy.</p>
	<p><u>SAFETY &amp; SECURITY</u></p>	
	<p>A. <u>CENTRAL COMMUNICATIONS</u> - These files contain correspondence, complaints &amp; reports dealing with the Central Communication Division.</p>	<p>Retain paper 3 years, then destroy.</p>
	<p>B. <u>CIVIL DEFENSE</u> - These files pertain to the safety provided to the community by the Civil Defense Dept. The files include surveys, correspondence, reports, plans &amp; programs for disasters &amp; emergencies &amp; statistical data.</p>	<p>See page 1., retention rule for item, 1., A. - D.</p>
	<p>C. <u>FIRE &amp; POLICE DEPARTMENTS</u> - These files pertain to the safety &amp; security provided by the Fire &amp; Police Departments. The file includes complaints, correspondence, studies, procedures &amp; plans used by the departments &amp; general correspondence from their departmental boards.</p>	<p>See page 1., retention rule for item 1., A. - D.</p>
	<p>D. <u>SAFETY</u> - These files pertain to the subject of safety for the county employees. The files contain policy &amp; procedures, reports &amp; manuals, safety boards, minutes, general correspondence &amp; recommendations on employee safety.</p>	<p>See page 1., retention rule for item 1., A. - D.</p>

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9	<u>SOCIAL SERVICES</u> - These files pertain to the departments of Citizen Services, Social Services & Health Department. The files contain correspondence, reports, surveys, social programs & services provided to citizens, procedures & complaints.	See page 1., retention rule for item 1., A. - D.